# CAT A and ANG
## MPA Request Process via Command Manday Allocation System (CMAS)

**Air Force Instruction that governs CMAS – AFI** 36-2619, MILITARY PERSONNEL
APPROPRIATION (MPA) MAN-DAY PROGRAM

**Links**: **https://140.175.174.120/response**

**SUBMITTING MPA REQUEST FOR WAR EFFORT:**

\* **All CAT A BOS packages require AFRC/CV approval** *before* **the MPA request
can be processed by AFRC/HCP.**

1. Coordinate validation/approval of MPA (War Effort) Request using FY 08 MPA
   Request Template with Unit Commander for CAT A or ANG CAT for ANG
   Units.

2. Once approved, CAT A/ANG Units will forward MPA Request through CMAS\*
   to their respective MAJCOMs.

3. If MAJCOMs approves request, MAJCOM will forward approved MPA Request
   to HQ AFRC/HCP organization box (afrc.hcp@afrc.af.mil).

   a. HQ AFRC/HCP will work with bases if MPA Request is not by name
      request to find a body.
   b. HQ AFRC/HCP will notify bases when to generate a CMAS Request

4. In CMAS, for the Reg/AF Gaining MAJCOM drop down box, select RCH (stands
   for Air Force Reserve Command) instead of selecting your MAJCOM.

5. In CMAS, for the Functional Areas drop down box, select the designate for your
   command (i.e., HC1 – ACC Command, HCC – NGB, etc.)

**\*NOTE:  Do Not Submit Request in CMAS without the name of the individual
providing backfill support, etc.  Coordinate with HQ AFRC/HCP to find a
person if you do not have a by-name individual.**

6. MAJCOM will ACCEPT and VALIDATE ALL CMAS Requests for their
   respective CAT A and ANG Units within CMAS Program.  CMAS Program will
   forward request to HQ AFRC/HCP whenthe "Validate" button is clicked.

7. HQ AFRC/HCP Approves, Disapproves or Requires Clarification of MPA
   Request.

**IF APPROVED:**

8. CMAS authorization will be sent via email to the Unit/ANG, and others listed in the info copies within CMAS.  Member's Order Clerk will use information to generate orders.  Provide copy of Official Order to HQ AFRC/HCP organization box (**afrc.hcp@afrc.af.mil** )**.**

**If Disapproved/Requires Clarification by HQ AFRC/HCP:**

9. CMAS Request is returned via CMAS from HQ AFRC/HCP to appropriate MAJCOM.

10. MAJCOM will return request to Unit for corrections.

11. Unit makes corrections and re-submits to appropriate MAJCOM.

12. MAJCOM accepts and validates, then re-submits Request to HQ AFRC/HCP for allocation of MPA Man-Days.

13. Once MPA Days have been allocated, see step 8.


**SUBMITTING MPA REQUEST FOR STEADY STATE:**

1. From the Response page within CMAS under Business Days, follow steps 1 through 3 as stated above.

*NOTE:  In the Remarks/Notes section, include member's name, rank, social security number, travel/per diem fund cite(s) and contact information of person requesting to perform duty.

2. MAJCOM will continue with step 4 listed above using information provided in the Remarks/Notes section to complete CMAS Request.  Use IMA Allocation button on the Response Page to accomplish this task.
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